

**Government of the District of Columbia  
Department of the Environment**

**Office of Policy and Sustainability**

**COMPETITIVE GRANT PROGRAM GUIDANCE**

**December 2009**

**Request for Applications posted on December 11, 2009  
Proposals due by 5:00 pm January 22, 2010**

**Government of the District of Columbia  
Department of the Environment  
51 N Street, NE, 6<sup>th</sup> Floor  
Washington, DC 20002-3347  
(202) 535-2244**

## **Purpose of this Guidance**

The District Department of Environment (DDOE) Office of Policy and Sustainability has available District of Columbia (District) funds (*pending availability*) to partner with District non-profit, educational, and governmental organizations to carry out the Mayor's Green Summer Job Corps (Green Summer) and Mayor's Conservation Corps (MCC) 2010 summer program. This guidance explains how to apply for these funds and supplements the attached *Request for Applications* (RFA).

## **Minimum Requirements**

The following are the minimum requirements for proposals:

- Projects must relate to the mission of the Green Summer and MCC programs.
- Projects must take place in the District.
- Applications must follow this guidance.

## **Application Guidelines**

- Applications may focus on a specific element from the "Project Eligibility" section or may submit an integrated proposal encompassing multiple elements. It is not necessary for an application to address all three types of projects.
- Proposals must specify a list of supplies that will be required (and estimated costs) and whether the grantee plans to provide the supplies.
- Applicants may submit more than one proposal.

## **Notes**

- Grantees will not be considered employees of the District.
- Grantees will be subject to Department of Employment Services policies regarding youth employment, which include, but are not limited to restrictions on maximum hours worked, restrictions on equipment use, and termination/dispute resolution procedures.

## **Eligibility**

Nonprofit organizations (as defined by Internal Revenue Code § 501(c)(3)), educational institutions and other District government agencies are eligible to apply.

## **Grant Period**

Grants will cover a seven-month period beginning March 1, 2010 through September 30, 2010. Primary program activities will occur from June 1, 2010 through August 31, 2010.

## **Funded Projects**

- All funded projects will require submitting pre-summer status reports (due May 2010), mid-term status reports (due July 2010) and a final report (due September 2010)

summarizing the outcomes of the project.

- **All grants will be reimbursable for work performed**, although start-up funds may be issued at the beginning of the grant period.
- **Grantees will not be reimbursed for any work that is undertaken before a grant agreement is signed by both parties.**

### **Indemnification**

The grantee expressly agrees to indemnify and hold harmless the District and its related parties, including but not limited to its officers, agents and servants from and against any and all claims of liability, lawsuits, losses, claims, expenses, demands, or causes of action of any kind or character arising from or based on, or as a consequence of or result of, any act, omission or default of the grantee, its employees, its agents or its subcontractors, in the performance of the grant and incurred directly or indirectly on behalf of grantee or for any other property damage claims asserted for recovery of damage allegedly suffered.

### **Insurance**

- A. The grantee, at its expense, shall obtain the minimum insurance coverage set forth below prior to award of the grant and keep such insurance in force throughout the grant period.
- B. The grantee shall carry employer's liability coverage of at least one hundred thousand dollars (\$100,000).
- C. The grantee shall carry bodily injury liability insurance coverage written on the comprehensive form of policy of at least five hundred thousand dollars (\$500,000) per occurrence.
- D. The grantee shall carry automobile liability insurance written on the comprehensive form of policy. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the grant. Policies covering automobiles shall provide coverage of at least two hundred thousand dollars (\$200,000) per person and five hundred thousand dollars (\$500,000) per occurrence for bodily injury and twenty thousand dollars (\$20,000) per occurrence for property damage.
- E. The grantee shall carry worker's compensation insurance covering all of its employees upon the premises and in connection with its other operations pertaining to this grant. The grantee shall comply at all times with the provisions of the worker's compensation laws of the District or another state if the grant work is performed outside the District.
- F. All insurance provided by the grantee as required by this section, except comprehensive automobile liability and worker's compensation insurance, shall set forth the District as an additional insured. The grantee should also consider carrying a commercial general liability insurance policy. All insurance shall be written with responsible companies licensed by the District. The policies of insurance shall provide for at least thirty days

written notice to DDOE prior to termination or material alteration of any and all insurance policies.

- G. At its option, the grantee may maintain the above stated minimum levels of insurance through a self-insured retention plan. Should this option be exercised, the grantee is relieved of responsibility to comply with the preceding paragraph F. However, the grantee shall certify in writing to the DDOE that coverage is maintained through a self-insured retention plan.

### **Project Outputs and Deliverables**

1. Successful completion of proposed Green Summer projects (if submitting a Project Management proposal)
2. Delivery and/or presentation of curriculum (if submitting an education/training proposal)
3. Participation in any coordinated Green Summer and/or MCC planning meetings, consisting of all partners
4. Pre-summer and mid-summer status reports
5. Evaluations of any youth teams supervised
6. Final report

### **Criteria for Evaluating Proposals**

Preference will be given to applications that:

1. Are concise and clearly written. (15 points)
2. Present a concise, detailed and feasible plan for implementation inclusive of supply needs. (30 points)
3. Are cost-effective (including any match or in-kind contribution from applicant). (20 points)
4. Demonstrate the applicant's experience working with youth in age range 14 to 21. (20 points)
5. Demonstrate the applicant's experience in supervising large-scale projects. (15 points)

### **Proposal Formatting and Submission**

1. Use plain white 8 ½" x 11" recycled paper with a one-inch margin on all sides. Paper should be printed on both sides.
2. Staple the application in the top left-hand corner. No plastic covers or other forms of binding are allowed.
3. Submit **five** paper copies **and** one electronic copy (via e-mail) of the proposal.
4. Do not submit proposals via facsimile.
5. **All proposals must arrive by 5:00 on the due date, January 22, 2010, to:**

Sharon D'Emidio  
 Green Summer Program  
 District Department of the Environment  
 51 N Street, NE, 6<sup>th</sup> floor  
 Washington, DC 20002-3347

## Required Application Content

### A. Cover Sheet

Provide a one-page cover sheet that lists:

- Organization submitting proposal
- Organization address
- Wards of the District that will benefit from project
- One paragraph project summary
- Funding amount requested
- Matching/in-kind amounts provided
- Whether funds for this project have been requested from any other source, and if so, how much and from what source
- Federal tax identification number
- Contact person for project and contact's telephone, facsimile, and e-mail
- Signature of authorized representative and date of signature.

### B. Summary of Project

Provide a brief summary of the project.

### C. Narrative

#### 1. Organization Background

Briefly describe the organization's history, mission, and current projects.

#### 2. Need

What is the need for this current project? How does this project relate to the organization's mission? Explain how specifically this project will help the Mayor's Green Summer and/or MCC achieve its mission. What issue or problem will be addressed? Who will benefit from this project?

#### 3. Project Outcomes, Outputs, and Activities

Please describe project outcomes, outputs, and the activities that will be undertaken to achieve the outputs and outcomes.

***Project outcome*** are medium- to long-term results that occur after the project ends.

***Outputs*** are short-term results achieved at the end of the project period. **Outputs should be quantifiable**, such as providing watershed education to 100 students or installation of a green roof.

***Activities*** are undertaken to achieve the outputs and outcomes. For example, if the project involves teachers, explain how teachers will be recruited, what role they will play in the project, and if any experience or research supports this method.

After reading this section, reviewers should have a good idea of what the proposed project will achieve.

#### 4. Work Plan

How will the project be accomplished? Be specific as to how your organization will achieve the stated outputs and outcomes.

#### 5. Evaluation Plan

Explain how project success will be measured. Provide quantifiable measurements, *e.g.*, pounds of trash removed, trees maintained, amount of invasive plants removed, rain gardens built, *etc.*

#### 6. Key Personnel

Provide brief biographies of staff and volunteers essential to the success of this project.

#### D. Performance on Previous DDOE Grants

Provide a summary of performance on current or past grants awarded to you from DDOE, if any. List the grant title, amount awarded, and what was accomplished as a result of this grant funding.

#### E. Budget

Provide both a budget narrative and budget table. A sample budget table with sample budget categories is shown in Figure 1 below. Please use the described format. The budget should include both cash costs and any donated or in-kind contributions (time, services, materials, *etc.*) expected so that the total cost of the project is reflected. Verify that all costs in the budget are allowable (see Allowable vs. Non-Allowable Costs listed below). Documentation must be made available for all expenditures.

Allowable Costs include:

- Administrative costs - accounting, bookkeeping, printing, reproduction, postage, shipping, rental of office space, insurance and telephone costs.
- Personnel costs - salaries and wages, employee benefits, and professional services.
- Materials and supplies - office supplies, small tools, plants, trees, field equipment, educational materials, simple monitoring equipment, and signs.
- Travel and lodging if directly associated with the implementation of the project.

Non-Allowable Costs include:

- Major equipment purchases such as vehicles.
- Costs associated with lobbying.
- Entertainment.
- Interest payments.
- Food (except that associated with approved travel).
- Land purchases.

#### F. Appendices

Place any supporting documentation to your proposal here, *e.g.*, letters in support of the application.

1. Internal Revenue Service determination letter of non-profit status
2. Letters of support from partner organizations
  - If you will be working with the District Public Schools, you must include a letter of support from the principal of the school(s) with whom you will be working and, if

available, from participating teachers. Teachers and the principal may send a joint letter. If you will be doing any construction on school property, you must submit a letter of support from the District Chancellor's office. Applicants for Schoolyard Conservation Site funding do not need letters from the District Chancellor's Office. However, applicants are required to submit letters from principals and teachers.

- If you will be working on other public land (*e.g.* District Park and Recreation, National Park Service, District Department of Transportation, *etc.*), a letter of support from the managing agency is required. Similarly, if you will be working on private land, a letter of support from the property owner is required. If your project includes construction, letters must acknowledge that the property owner will be responsible (either directly or through an agreement with another organization) for project maintenance.

### **Application Evaluation**

The technical staff from within and outside of DDOE will evaluate and rate applications using the criteria listed with each project description. Using the ratings, the top projects will be selected for funding based on how much grant funding is available. In addition, your organization's past performance on previous DDOE grants will be taken into consideration when choosing proposals for funding. Any proposal that does not meet the minimum requirements or contain the required documentation as stated in this guidance may be removed from consideration.

### **Further Information**

Should you have questions concerning the preparation of your application, contact:

Sharon D'Emidio  
 District Department of the Environment  
 Green Summer Program  
 51 N Street, NE, 6<sup>th</sup> Floor  
 Washington, DC 20002-2247  
 Phone: (202) 596-4639  
 Fax: (202) 535-1364  
 Email: [sharon.demidio@dc.gov](mailto:sharon.demidio@dc.gov)

**Figure 1: Sample Budget Sheet**

	Column 1	Column 2
	<b>APPLICATION REQUEST</b>	<b>PROJECT TOTAL</b>
<b>PERSONNEL</b>		
Volunteer Participation		
Organization Employees		
Employee Benefits		
Contract Project Staff		
<b>Total Personnel Costs</b>		
<b>OPERATING</b>		
Postage		
Copy/Printing		
Materials/Supplies		
Rental		
Evaluation		
<b>Total Operating Costs</b>		
<b>TRAVEL</b>		
Mileage (Rate @ ¢ 44.5/mile)		
Fares		
Lodging/meals		
<b>Total Travel Costs</b>		
<b>TOTAL OF ALL CATEGORIES</b>		
Budget Notes:		

**Note:** Not all projects will have costs in all categories, and some projects may have additional categories. The participation of volunteers should be counted and shown as anticipated number of hours donated.



